

	TRANSFER POLICY – SENIORITY SELECTION PROCESS	Operations Order 4.6.05
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1. GENERAL INFORMATION

- A. Bureau/precinct commanders/administrators will review transfer requests and/or résumés that are on file from interested officers/supervisors for vacancies.
- B. If there are no transfer requests and/or résumés on file, bureau/precinct commanders/administrators can solicit transfer requests by publishing an announcement in the Police Department Transfer Opportunities Bulletin. The announcement will include:
 - Application period
 - Specific position requested
 - Short description of the position
 - Contact person for transfer information
- C. Precinct commanders will fill vacancies from existing transfer requests on file.
 - If no transfer requests are on file, precinct commanders may transfer personnel for the good of the department (GOD) to fulfill operational needs.
- D. Seniority - See also [Personnel Rule 14, and 18](#)
 - (1) Constitutes an employee with certified status within a given class as defined by City Personnel Rules.
 - When two or more employees have the same length of time in the class, the employee with the longest certified City employment time will be senior.
 - (2) Length of time in an assignment (i.e., bureau, squad, detail, or unit) cannot be considered as seniority.
 - (3) There is no loss of seniority when a Civil Service reinstatement is involved.

2. SELECTION PROCESS - The selection process will consist of selecting the applicant who has the most seniority.

- A. Police Officer
 - (1) Each full year as a Phoenix police officer will be counted as one-half of a point.
 - (2) A maximum of 10 points will be given for 20 or more years of service.
- B. Sergeants/Lieutenants
 - (1) Each full year as a Phoenix police sergeant or lieutenant will be counted as one-half of a point.
 - (2) Only consecutive time on the department in the specific rank of the selection process will be counted when determining seniority credits.

3. FINAL SELECTION

- A. After review of the transfer requests and/or résumés submitted, and if the applicant meets all the general transfer requirements outlined in the [Operations Order 4.6.00 Transfer Policy](#), the senior applicant will be chosen for the position.
- B. The Police Chief will be the final approving authority regarding all transfers.

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